

February 13, 2015

Alexis Hill
Special Events Program Manager

RE: RENO RODEO STREET PARKING SPECIAL ACTIVITY PERMIT

Dear Alexis,

On behalf of the Reno Rodeo Association, I am submitting a request to utilize City street area for parking and controlled access in conjunction with the upcoming Reno Rodeo.

Please find the following items:

- Completed Application for Special Activities & Special Events
- Completed Attachment B
- Check in the amount of \$103.00
- Sample Press Release
- Sample Neighbor Notification letter with notification map
- Neighbor location map. Associated addresses will be provided at a later date.
- Two (2) full -size copies of proposed traffic control plans
- An 11"x17" copy of the proposed traffic control plans

The Reno Rodeo will take place between June 18th and June 27th this year. The traffic control plan used last year was largely well received and this year's plan uses many of the same features. Please note that this year we have provided two options for the traffic controls. The first is a duplication of the 2014 Rodeo set up. The second depicts a new driveway location in the northwest portion of the north parking lot which we would use if we are successful in obtaining approvals and can finance the same.

The Reno Rodeo Association intends to send notices to each resident within a 300-foot radius of the event grounds as was done in past years (a copy is included for your review and comment.) Also, we intend to utilize the local medial outlets, including Hispanic outlets, to further advise the public of the proposed traffic modifications which will take place during the Reno Rodeo.

The Reno Rodeo Association intends to use the services of Nevada Barricade for professional installation and removal of traffic controls. Mr. Troy Gardner (775)722-8769 will oversee the daily maintenance of the controls as he did last year. He will be present at the rodeo grounds the majority of each day throughout the event, and the cellular phone number listed above is the best means of contact. I likewise am at the

5405 Mae Anne Avenue • Reno, Nevada 89523 • (775) 747-8550 FAX (775) 747-8559
1150 Lamoille Highway • Elko, Nevada 89801 • (775) 738-8058 FAX (775) 738-8267

grounds the majority of each day and can find someone to assist with set-up issues. My number is (775)745-3849.

I will be happy to provide a copy of this letter, application, and plan to any individual or agency you would like to have these.

The Reno Rodeo Board of Directors is committed to our street parking proposal, and to ensure utilization of the street parking, will mandate all members and volunteers park in the designated street areas, except in special circumstances.

The Reno Rodeo Association appreciates the City's cooperation in making our community special event a success. The additional, greatly needed parking certainly assists in the successful execution of this event.

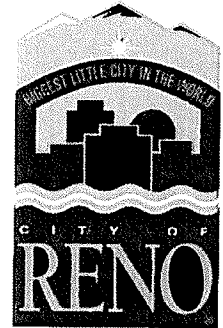
If you, or any parties copied by this letter, have any comments or concerns, please do not hesitate to contact me.

Sincerely,
SUMMIT ENGINEERING CORPORATION

A handwritten signature in black ink, appearing to read "Clint Thiesse", written in a cursive style.

Clint Thiesse
Executive Vice President
Reno Rodeo Past President, 2012

Application for Special Activities & Special Events



CONTACT INFORMATION

Special Activity Permit – Private Property
Business License Office (businesslic@reno.gov)
1 E First St, 2nd Floor, Reno, NV 89501
PO Box 1900, Reno, NV 89505
(775) 334-2090 Office | (775) 334-6336 Fax
8:00 a.m. – 5:00 p.m. | Monday thru Friday

Special Event Permit – Parks
Peggy Nelson- Aguilar, Recreation Supervisor (aguilarp@reno.gov)
925 Riverside Dr., Reno, NV 89503
(775) 334-2414 Office | (775) 334-2598 Fax

Special Event Permit – Street/Sidewalk Occupancy
Alexis Hill, Special Events Program Manager (hilla@reno.gov)
1 E First St, 12th Floor, Reno, NV 89501
PO Box 1900, Reno, NV 89505
(775) 326-6697 Office | (775) 334-2097 Fax

SPECIAL EVENT AND SPECIAL ACTIVITY PERMIT APPLICATION PROCESS & FREQUENTLY ASKED QUESTIONS

1. DETERMINE THE TYPE OF EVENT YOU WILL BE ORGANIZING

- **SPECIAL ACTIVITY** – Held on Private Property
 - An indoor/outdoor activity or unlicensed business activity on private property.
 - A trade show, craft show or fair, off-site public sale or various charitable activities.
- **SPECIAL EVENT** – Held on Public Street/Sidewalk Occupancy or City of Reno Parks
 - An organized formation, parade, procession or assembly consisting of seventy-five (75) or more persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls.
 - Any other organized activity conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property (streets, street closures) or facilities and the provision of City public safety services in response thereto.
 - A concert, parade, circus, fair, festival, community event or mass participation sport (such as marathons, running events and bicycle races and tours).

2. DETERMINE WHICH OF THE FOLLOWING, IF ANY, WILL BE INCLUDED

- Premium Event Dates or Times
 - Due to the demand for City of Reno resources and staff, certain dates have been allocated as premium event dates. All applications for activities or events that occur during these dates are subject to additional reviews and conditions. The dates for 2012 are January 1, March 17, June 14-23, July 4, August 7-12, September 19-23 and December 31.
- Amplified Sound/Multimedia
 - Multimedia consists of movies, slides, music, and lighting in combination for the purpose of education or entertainment.
- Closure of a street and/or occupancy of a public sidewalk
 - Occupancy of a sidewalk means any setup or other use of a public sidewalk that would alter the normal pedestrian flow along the sidewalk. A minimum five-foot walkway must be maintained on sidewalks at all times. If a public sidewalk is less than five feet wide it is not eligible for occupancy by an event.
- Alcohol Service
 - If you do not already hold a current City of Reno liquor license, you must first obtain a Special Event/Activity Alcohol Permit. An application must be completed 90 days prior to your event as it requires approval by the Reno Police Department.
 - If you do already hold a current City of Reno liquor license, you must obtain a permit for any additional bars or points of service. An application must be completed 30 days prior to your event.
 - Preliminary alcohol vendor(s) must be listed on vendor list at time of application in order for application to be considered complete.
 - **If you do not apply for alcohol service and alcohol is present at your event, be aware that additional fees will be due and/or your event may be shut down.**

- Vendors/Exhibitors
 - Vendors at events must have explicit permission from the event organizer including agreeing to the organizer's standards and requirements and possibly paying fees to the event organizer. Vendors must contact the event organizer directly to participate as a vendor at an event.
 - Each person engaged in business activity within the City of Reno is required to have a City Business License. Vendors without the necessary licenses and permits will not be allowed to participate in the event and will be subject to enforcement action and penalties. Temporary Special Event Business Licenses are available for special event vendors at a cost of \$15.00 per vendor, per event. Event organizers are responsible for ensuring all vendors at their event have either an annual City Business License or a Temporary Special Event Business License.
 - Vendors or promoters should check with the State of Nevada Department of Taxation at 866-962-3707 prior to your event to verify if any sales tax permits are required.
- Privileged Sales
 - Any business that is included in Title 5 of Reno Municipal Code is considered privileged and additional requirements may apply accordingly.
- Park Usage
 - You must reserve the park prior to applying for a Special Event Permit. Contact Peggy Nelson-Aguilar at (775) 334-2414 for additional information.
 - Wingfield Park rental can include, based on availability, the usage of 30 steelcade barricades free of charge.
- Food/Beverage Service
 - Please contact Washoe County Environmental Health Services at 775-328-2620 for more information.

3. NOTE AND FOLLOW REQUIRED SUBMISSION DEADLINES FOR YOUR EVENT

Failure to meet the following deadlines will result in late fees and may result in denial, suspension or revocation of your permit.

- **SPECIAL ACTIVITY - Private Property**
 - 90 calendar days prior to activity:
 - Completed application, including any applicable attachments, due for Activities that *will involve* alcohol (beer/wine/spirits) sales or service or the sale of privileged items and vendor *does not* have a current City of Reno Privileged License
 - 30 calendar days prior to activity:
 - Completed application, including all applicable attachments, due for Activities that *will involve* alcohol (beer/wine/spirits) sales or service or the sale of privileged items and vendor *has* a current City of Reno Privileged License
 - 15 calendar days prior to activity:
 - Completed application, including any applicable attachments, due for Activities that *do not* have alcohol sales or service associated with it
 - Complete list of vendors/booths/exhibitors due to City of Reno Business License office

- Temporary Business License Fees for vendors/exhibitors due
- **SPECIAL EVENT - Street/Sidewalk Occupancy or City of Reno Parks**
 - 90 calendar days prior to event:
 - Special Event Permit Application and all applicable attachments submitted to City of Reno if requesting *street closure/restriction or sidewalk occupancy*, including initial site plan OR if the event will be held in a *city park and alcohol* will be present.
 - Special Event Alcohol Permit application complete.
 - Park reservation made.
 - Application fee paid in full.
 - 60 calendar days prior to permit:
 - Special Event Permit Application submitted to City of Reno if the event will be held in a *city park and no alcohol* will be present.
 - Application fee paid in full.
 - 30 calendar days prior to event:
 - Impacted Neighbor Notification Signature Sheet completed and submitted to City of Reno for all events involving street closure (including lane restrictions) and/or sidewalk occupancy.
 - Certificate of insurance naming City of Reno as Additional Insured submitted to City of Reno.
 - Event details submitted to area medical centers.
 - Food and beverage permit applications submitted to Washoe County Health Department.
 - Park reservation and event fees paid in full if requesting use of a park.
 - Special Activity Alcohol Permit fee(s) paid in full.
 - Venue layout/site plan reviewed and approved by Parks, Recreation and Community Services Department if event is requesting use of a park.
 - 15 calendar days prior to event:
 - Final site plan submitted to Reno Fire Department, copy to Special Events Program Manager and/or Recreation Supervisor.
 - Complete list of vendors and exhibitors due to City of Reno Business License office.
 - Estimated Special Event Permit Fee for City of Reno services paid in full.
 - Event Business License fee paid in full.
 - Temporary Business License fees for vendors and exhibitors paid in full.
 - Permit sign-off sheet must be signed by all reviewing departments.
 - 45 calendar days after event:
 - Any difference between estimated Special Event Permit fee for City of Reno services and actual cost for City of Reno services paid in full.
 - 60 calendar days after event:

- Event must be reviewed at respective committees by event organizer and committee members.

4. COMPLETE REQUIRED APPLICATIONS AND ATTACHMENTS AND SUBMIT THEM TO THE APPROPRIATE OFFICE WITH PAYMENT *Incomplete Applications Will Not Be Accepted*****

- See coversheet for contact information.

5. APPROVAL PROCESS BEGINS

- All Special Events must be reviewed by their respective committees prior to final approvals.
- Application will be reviewed by all necessary departments prior to approval/permit being issued.

6. HAVE REQUIRED PERMITS ON-SITE FOR EVENT

- Your approved permits and required attachments with authorized signatures must be available on-site for all events. These will not be issued until all fees and necessary forms are received.

7. ADDITIONAL FREQUENTLY ASKED QUESTIONS

Q What if I'm just hosting a Neighborhood Block Party?

The City encourages interaction with neighbors and neighborhoods. Permit application and instructions for coordinating Block Parties are available at the City of Reno website or you can contact the Special Events Program Manager at 348-3915.

Q If I am applying for a special event permit, will the Special Event Program Manager reserve the venue for me?

If your event is located on a City of Reno street or sidewalk, the Special Event Program Manager will reserve the location when you submit a completed permit application. If your event is located in a park, you must call Park Reservations at 334-2414.

Q Do I need a special event permit if I am renting the Showmobile?

If you are using the Showmobile on City property, you will need a permit. If you are planning your event outside of the City limits, you will need to contact either Washoe County or City of Sparks regarding their regulations.

Q How much is this going to cost?

Depending on the size and scope of your event, costs can range from a hundred dollars to several thousand dollars.

Q I'm having a party by invitation only; do I have to submit an application?

If your party meets any of the criteria in the above definition of a Special Event or Activity, you must complete an application.

Q If a vendor is not selling anything at the event, do they still need to be included in the Vendor List?

Yes, the definition of vendors is included with this packet and all vendors that will be present at your event need to be accurately accounted for on the Vendor List.

ADDITIONAL FREQUENTLY ASKED QUESTIONS, CONT.

Q If my event includes both the usage of a City of Reno Park and Street or Sidewalk Occupancy, to which office do I submit my application?

You need to submit your application to Alexis Hill, Special Events Program Manager. Your application will be processed as a Special Event – Street/Sidewalk Occupancy application and will be required to adhere to the deadlines and fees of that application type. Please remember that you must reserve the Park prior to applying for your Special Event Permit.

Q What constitutes privileged sales?

Anything that is covered in Title 5 of Reno Municipal Code. Specifically, in this application, we are referring to Alcohol, 2nd Hand Sales, Antique Sales, Gun Sales, Auctions, etc.

Q May I post signs advertising my event?

Yes, under certain conditions. A temporary sign permit must be obtained prior to posting any signs in association with the special event. The minimum fee is \$120. The sign permit may be obtained at the Community Development Department. Signs may not be posted on the sidewalk, street, utility poles, traffic control device poles or obstruct any traffic vision triangle.

Reno Municipal Code

Sec. 8.04.050. Affixing advertisement to sidewalks, poles, trees, etc.

It shall be unlawful for any person to post, stick, stamp, paint or otherwise affix, or cause the same to be done by another, any notice, placard, bill, poster or advertisement to or upon any sidewalk, curbing, hydrant, shade tree or tree box, fence, enclosure, or to place the same upon any building, telegraph, telephone or electric lighting pole, without first obtaining the permission of the owner, agent or occupant thereof, in the city; provided, that this section shall not apply to the posting of legal notices of any kind.

(Code 1966, § 11.12.360)

State law references: Unlawful erection, placement of outdoor advertisements, NRS 405.030.

Sec. 8.04.060. Violations.

Any person violating any of the provisions of this chapter:

- (1) Upon conviction, shall be guilty of a misdemeanor and punished as provided in section 1.04.010; or
- (2) Shall be subject to provisions of Chapter 1.05 of the Code.

EVENT NAME 2015 Reno Rodeo Street Parking
EVENT LOCATION Reno Livestock Event Center, Wells Avenue

EVENT DATES AND TIMES

Setup Date	June 14	Setup Start Time	7:00pm
Event Start Date	June 18	Event End Date	June 27
Daily Event Start Time	6:00am	Daily Event End Time	Midnight
Dismantle Date	June 28	Dismantle End Time	10:00am

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar -- maximum of 275 characters)

The 10 day Reno Rodeo. The permit is to allow use of Wells for street parking.

ON SITE CONTACT Troy Gardner ON SITE NUMBER (775) 722-8769

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno. **Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME Clint Thiesse

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
☐ Special Event – Parks
☒ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)

- ☐ Amplified Sound/Multimedia
Attachment A Required
☒ Street/Sidewalk Occupancy
Attachment B Required
☐ Alcohol Service
Attachment C Required
☐ Vendors/Exhibitors
Attachment D Required
☐ Privileged Sales
Attachment E Required
☐ Event Set-Up
Attachment F Required
☐ Park Usage
Attachment G Required
☐ Food/Beverage Service
*Contact Washoe County
Environmental Health Services
(775) 328-2620*

HOST ORGANIZATION	<u>Reno Rodeo Association</u>	EVENT COORDINATOR	<u>Clint Thiesse</u>
MAILING ADDRESS	<u>1350 N. Wells Avenue</u>	CITY/STATE/ZIP	<u>Reno, NV 89512</u>
DAYTIME PHONE	<u>(775) 329-3877</u>	CELL PHONE	<u>(775) 745-3849</u>
WEBSITE	<u>renorodeo.com</u>	FAX	<u>(775) 329-4625</u>
ONLINE CONTACT	<u>Troy Gardner</u>	EMAIL ADDRESS	<u>clint@summitnv.com</u>
PUBLIC CONTACT	<u>Greg Mason</u>	CELL PHONE	<u>(775) 722-8769</u>
FEDERAL TAX ID	<u>88-0234480</u>	DAYTIME PHONE	<u>(775) 825-6555</u>

☒ **HOST ORGANIZATION IS NON-PROFIT**
 Proof of current non-profit status must be included with application

ANTICIPATED ATTENDANCE: DAILY 10,000 TOTAL 100,000

☐ OPEN TO THE PUBLIC ☒ ADMISSION WILL BE CHARGED \$ Varies

1. Name of Event: <u>2012 Reno Rodeo</u> 2. Date of Event: <u>7/20/12</u> 3. Time of Event: <u>5:00 PM</u> 4. Location: <u>Reno Municipal Stadium</u> 5. Contact Person: <u>Clint Thiesse</u> 6. Phone Number: <u>(775) 745-3849</u> 7. Email Address: <u>clint@summitnv.com</u> 8. Website: <u>renorodeo.com</u> 9. Anticipated Attendance: <u>10,000</u> 10. Anticipated Revenue: <u>\$100,000</u> 11. Anticipated Expenses: <u>\$50,000</u> 12. Net Profit: <u>\$50,000</u> 13. Reason for Event: <u>Annual Rodeo</u> 14. Reason for Request: <u>For Entertainment</u> 15. Other Information: <u>None</u>		<input type="checkbox"/> Film <input type="checkbox"/> Sports <input checked="" type="checkbox"/> Health <input type="checkbox"/> Other <input type="checkbox"/> Religious <input type="checkbox"/> Educational <input type="checkbox"/> Political <input type="checkbox"/> Commercial <input type="checkbox"/> Other
16. Reason Incomplete: <u>None</u>		

FIRE DEPARTMENT

1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 1/2" x 11" or 8 1/2" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

3. Additional Information:

Will you be using any of the following? Check all that apply:

- | | | |
|--------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Flammable or compressed gases | <input type="checkbox"/> Exit obstructions | <input type="checkbox"/> Dust or spark production |
| <input type="checkbox"/> Fire lane or hydrant obstruction | <input type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Cooking vendors | <input type="checkbox"/> Indoor vehicle display | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input type="checkbox"/> Fenced area or building to be occupied by 50 or more people | | |

Separate Permit Requirements:

One or more of the following activities (\$85)

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department
775-334-2300
775-334-3826 FAX
RFDSpecialEvents@reno.gov

INSURANCE, TERMS AND CONDITIONS

General Liability Insurance

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the "City of Reno, its officers, employees, and agents" as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of \$1,000,000 per occurrence.
2. Automobile liability insurance limits are \$1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

Certificate of Insurance is required at least 30 days before the event.

Fax to:

775-326-5150 – Special Events - Parks

775-334-2097 – Special Events - Street/Sidewalk Occupancy

Indemnification of the City of Reno. As a further condition of this permit, the permittee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permittee or the permittee's principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Any and all questions regarding insurance should be directed to:

Risk Management Division
c/o City Attorney's Office
1 East First St. – 3rd Floor
Reno, NV 89505
775-334-3838

DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☐ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☒ No.

Describe your disposal plan:

Trash will be picked up by Reno Route.

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☐ cans ☐ plastic bottles ☐ paper materials ☐ cardboard ☐ other

Describe recycling plan if event is not taking place in a City park:

How will you promote recycling at your event?

ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Accessibility requirements to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to seniors and persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Accessibility provisions may include parking, rest rooms, telephone, and clear path of travel, transportation, signage, accessible vendors and booths.

The City of Reno has the following checklist which is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access requirements. It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors.

- Accessibility parking and/or shuttle accommodations will be provided for this event.
- There will be a clear path of travel for accessibility purposes throughout the event.
- A minimum of 10% of portable restrooms provided at the event will be accessible.
- All food, beverage and vending areas will be accessible.
- If an information center is located at the event, attendants will be available to assist disabled individuals.

EMERGENCY MEDICAL SERVICES

The City of Reno has adopted the Washoe County District Board of Health's Suggested Guidelines for Emergency Medical Services (EMS) for Mass Gatherings. The general guideline for any mass gathering event larger than 2,500 people per day is access to an Advanced Life Support (ALS) ambulance within eight (8) minutes or one (1) dedicated ALS ambulance, and on-scene medical personnel of various levels suitably equipped, which may vary depending upon the factors evaluated.

The EMS Coverage Analysis Flow Chart on the following page is provided to serve as a guideline for determining the appropriate EMS coverage for your event. Proof of EMS coverage will be required for any event with attendance of 2,500 or more people per day. For events with a daily attendance of less than 2,500, the Host Organization shall provide REMSA with an ingress/egress plan for the event and are encouraged to have an on-site First Aid station staffed by an EMT.

REMSA

Alan Tom, Special Events Coordinator
450 Edison Way
Reno, NV 89502-4117
775-858-5700 x153 | FAX 775-858-5720
atom@remsa-cf.com

In addition to the above requirements, the Host Organization shall also provide notification of the event details to the medical centers listed below. The notification must include the location, dates/times of the event, the nature of the event, the number of attendees anticipated per day, and Host Organization contact information should the medical center require additional information. The notification shall be provided to the medical centers no less than thirty (30) days prior to the event.

Renown Regional Medical Center

Attn: Emergency Department Manager
1155 Mill St
Reno, NV 89502
775-982-4100 | FAX 775-982-5555

Renown South Meadows Medical Center

Attn: Emergency Department Manager
10101 Double R Blvd
775-982-7000 | FAX 775-982-7146

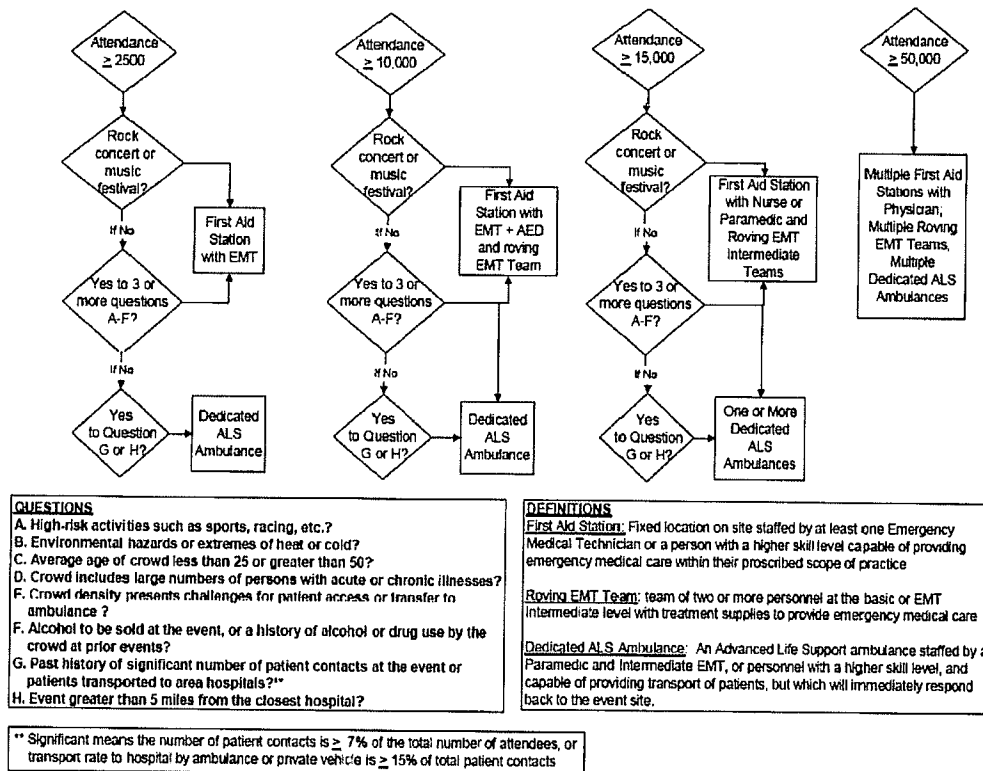
Saint Mary's Regional Medical Center

Attn: Emergency Department Manager
235 W 6th St
Reno, NV 89503
775-770-3000 | FAX 775-770-3490

Northern Nevada Medical Center

Attn: Emergency Department Manager
2375 E. Prater Way
775-331-7000 | FAX 775-356-4943

EMS COVERAGE ANALYSIS FLOW CHART



SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT B

ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

*For purposes of this application, Public Right-Of-Way is defined as
any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.*

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish location; direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St			Arlington Ave	from	to		
Ryland St to Pine St			Lake St	from	to		
Pine St to Court St			Wells Ave	from	9th Street	Sutro	6/14 - 7pm 6/28 - 10am
Court/State St to Mill St			Center St	from	to		
Mill St to First St			Sierra St	from	to		
First St to Second St			First St	from	to		
Second St to Commercial Row			Second St	from	to		
Commercial Row to Third St			Commercial Row	from	to		
Third St to Plaza St			Third St	from	to		
Plaza St to Fourth St			Plaza St	from	to		
Fourth St to Fifth St			Fourth St	from	to		
Fifth St to Sixth St			Fifth St	from	to		
			Sixth St	from	to		

IMPACTED NEIGHBOR NOTIFICATION

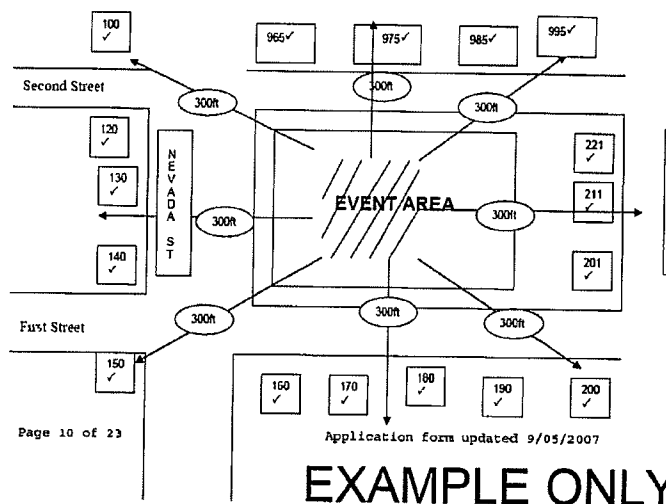
Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the outer perimeter of the event involving a street closure or lane restriction (as marked by fencing or entrance tab indicated on the Site Plan submitted with this application). The Event Organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet. The signatures of notification, the notification letter and the notification diagram shall be submitted to the City's Special Event Program Manager no less than thirty (30) days prior to the Special Event. Failure to complete and submit the Impacted Neighbor Notification by this deadline may result in denial of the Special Event Permit.

The Event Organizer shall leave a notification letter with each signer. This letter shall include the following information:

1. Event name
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact with authority should they have issues during the event
6. Where attendees will be parking

In addition, the Event Organizer shall comply with all additional requirements imposed by the City with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

Special Events Notification Diagram Example – Check (✓) everyone you notified. List the addresses of the surrounding properties.



If your event involves a location other than or in addition to those listed on the previous page, select the right-of-way impediment(s) that applies to your event.

- ☐ One-block street closure Location: _____ Date(s)/Time(s): _____
- ☒ Lane closure Location (incl direction): North/Eastbound Wells Date(s)/Time(s): 6/14 - 6/28
- ☒ Sidewalk occupancy Location: North/Eastbound Wells Date(s)/Time(s): 6/14 - 6/28
- ☐ Other closure or use of public right-of-way (describe): _____ Date(s)/Time(s): _____

- ☐ ReTRAC Plaza*-- East (between Sierra St & Virginia St) Date(s)/Time(s): _____
- ☐ ReTRAC Plaza*-- West (between West St & Sierra St) Date(s)/Time(s): _____
- *Maximum uniform load is 125 pounds per square foot.

STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around the hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

Adherence to an approved traffic control plan. Local properties will be notified. Media sources will be utilized.

Where will event participants park?

On-site

IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET
(MUST be completed at least 30 days prior to the event)

Event Name: _____

Event Date: _____ **Anticipated Number of Attendees:** _____

Event Location: _____

<u>Name</u>	<u>Address</u>	<u>Business Name</u>	<u>Do you have any special issues?</u> (Please state)
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Revised 07.05.12 | Page 4 of 4

Sample Press Release
Reno Rodeo 2015

Contacts:

Media Outlets: Greg Mason (775) 825-6555
Daily On-site: Troy Gardner (775) 722-8769
Alternate: Clint Thiesse (775) 745-3849

City of Reno Traffic Circulation Modification Surrounding Reno Livestock Events Center

The Reno Rodeo is fast approaching, June 18 through June 27. This event continues to grow each year and has become a premier, National Rodeo event. Due to its growth, combined with new on-site facilities added each year, the demand for parking grows with us. This year the Reno Rodeo Association has requested, and been granted by the City of Reno, the use of a portion of Wells Avenue for additional controlled parking and improved traffic flow, both into and out of the event. This pattern was used last year and was largely well-received.

In general, traffic circulation will include the following major modifications:

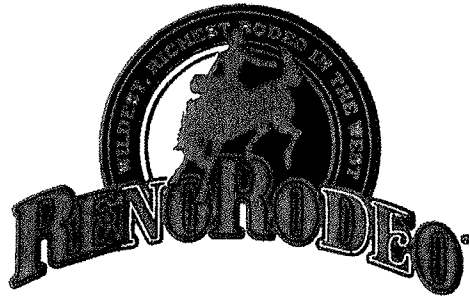
- Wells Avenue will be reduced to two lanes.
- One-way, west/southbound traffic on Wells Avenue from Sutro Street to 9th Street in the vicinity of the Reno Sparks Livestock Events Center.
- Northbound traffic on Wells Avenue will be diverted East at 9th Street and North at Sutro Street.
- Only left turns will be permitted into and out of the rodeo grounds from Wells Avenue. Traffic may be allowed to exit to the right at the North gate of the property near the Sutro and Wells intersection after performances. Full turning movements will be allowed on 9th Street and Sutro Street. Traffic will be directed by signage.
- The Reno Police Department may assist/direct traffic during certain peak hours.

A small map has been prepared depicting these changes and can be faxed or emailed to you upon request.

These changes will be set up on Sunday night, June 14th and will be removed on Sunday, June 28th. The early setup should allow people to become familiar with traffic pattern changes before the event.

The Reno Rodeo apologizes for any inconvenience we create for you during this 10-day event and thank you for your cooperation and consideration.

Please feel free to call the Reno Rodeo Association office at 775-329-3877 with any questions or concerns.



June 2, 2015

Dear Neighbor,

The Reno Rodeo is fast approaching, June 18 through June 27. This event continues to grow each year and has become a premier, National Rodeo event. Due to its growth, combined with new on-site facilities added each year, the demand for parking grows with us. This year the Reno Rodeo Association has requested, and been granted by the City of Reno, the use of a portion of Wells Avenue for additional controlled parking and improved traffic flow, both into and out of the event. This pattern was used last year and was largely well-received.

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- The Reno Police Department may assist/direct traffic during certain peak hours.

A small map reflecting these changes has been included for your use.

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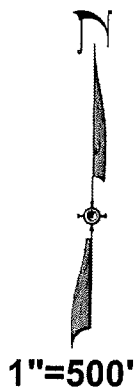
If you have any concerns or problems with traffic or parking, please call the Reno Police Department at the non-emergency number 334-2121. For actual emergencies, please call 911. If you have a general comment, please call the Rodeo office at 775-329-3877.

The Reno Rodeo apologizes for any inconvenience we create for you during this 10-day event and thank you for your cooperation and consideration.

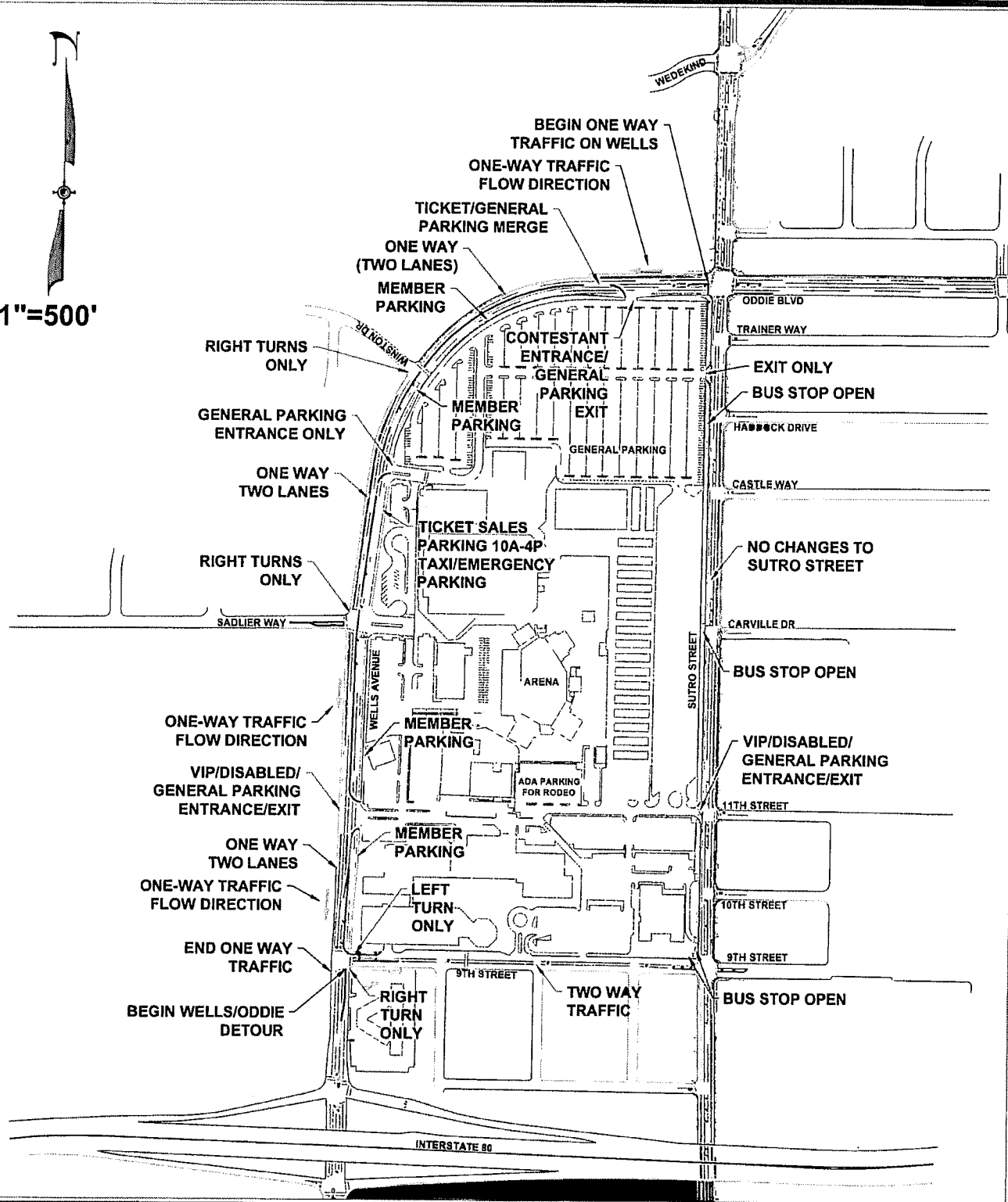
Sincerely,

Clint Thiesse
Reno Rodeo Association

POST OFFICE BOX 12335 • RENO, NEVADA 89510
(775) 329-3877 • FAX (775) 329-4625 • www.renorodeo.com



1"=500'



SCALE: 1"=500'

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SHEET

OF

Buffer Size = 300 Ft.

